

CM/ECF Quick Tips for Attorney Users:

Maintain Your Account

Changing Your Password

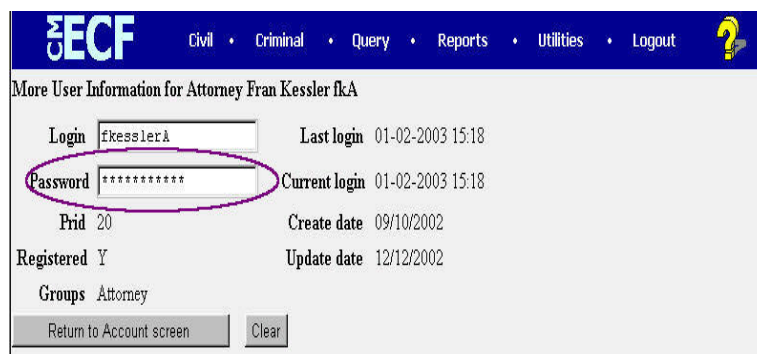
To change your password from the one which was computer generated to one that is easy to remember, take the following steps:

- Click on [Utilities](#) on the upper right side of the screen.
- Click on [Maintain Your Account](#).



This opens a screen which contains information on the attorney user. **Do not change anything on this Maintain User Account screen.** Contact one of the Court's Attorney Admissions Specialists to have any changes made to this information.

- Click on [More user information](#) at the bottom of the screen. This brings up the More User Information Box.
- Enter your new password in the password box, then click on [Return to Account Screen](#).



- Click on [Submit](#). You must do this so that any changes you have made are uploaded into the system. If this step is not done, the system will default to your old password.
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Mail Information for Attorney

You may change your email address, input additional email addresses (your secretary for example) to receive electronic notices in your cases, choose whether you want to receive a notification of everything that is filed in your cases as soon as it is filed or if you wish to receive a single daily notice of all activity in your cases, and choose the format of your email notification. To do so, take the following steps:

- Click on [Utilities](#).
- Click [Maintain Your Account](#).
- Click on [Email information . . .](#).
- The following screen opens.

The screenshot shows a web form titled "E-mail information for attorney". It contains the following fields and options:

- Primary e-mail address:** A text input field.
- Send the notices specified below:**
 - ☒ to my primary e-mail address
 - ☐ to these additional addresses: [Text input field]
- ☒ Send notices in cases in which I am involved
- ☐ Send notices in these additional cases: [List box]
- ☒ Send a notice for each filing
- ☐ Send a Daily Summary Report
- Format notices:**
 - ☒ html format for Netscape or ISP e-mail service
 - ☐ text format for cc:Mail, GroupWise, other e-mail service
- Buttons:** "Return to Account screen" and "Clear".

- Make changes as you wish. NOTE: no more than 2 additional e-mail addresses should be added. You are limited to a total of 3 e-mail addresses per account.
 - Click on [Return to Account Screen](#).
 - Click on [Submit](#). You must do this so that any changes you have made are uploaded into the system. If this step is not done, the system will default to your old information.
 - The system searches for existing Attorney Records, then prompts you to select the cases to be updated. Click on [Update All](#), then [Submit](#) so that all cases to which you are linked will be updated.
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